

ORDINANCE NO. 332 N.S.

AN ORDINANCE REPEALING CHAPTER 2.28 OF THE  
MUNICIPAL CODE OF THE CITY OF EL PASO DE  
ROBLES AND ADDING A NEW CHAPTER 2.28 OF THE  
MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES  
ORDAIN AS FOLLOWS:

Section 1. That Chapter 2.28 of the Municipal Code  
of the City of El Paso de Robles entitled "CITY ADMINISTRATOR"  
is hereby repealed.

Section 2. It is hereby added to the Municipal Code of  
the City of El Paso de Robles a new Chapter entitled Chapter  
2.28 "CITY MANAGER", to read as follows:

2.28.010 APPOINTMENT:

There is hereby created for the City of El Paso de Robles  
the office of CITY MANAGER who shall be appointed by and hold  
office at the pleasure of the City Council.

2.28.020 QUALIFICATIONS:

The City Manager shall be chosen on the basis of his  
executive and administrative qualifications, with special  
reference to his actual experience in or his knowledge of,  
accepted practice with respect to the duties of his office  
as hereinafter set forth. He need not be a resident of the  
City or State at the time of his appointment, but during his  
tenure of office, he shall reside within the City.

2.28.030 ELIGIBILITY OF COUNCILMEN:

No member of the City Council shall, during the term for  
which he was elected or appointed, or for one year thereafter,  
be eligible to hold the position of City Manager.

2.28.040 COMPENSATION:

The City Manager shall be paid a salary commensurate with  
his responsibilities as Chief Executive Officer of the City,  
which salary shall be established by the Council.

2.28.050 POWERS AND DUTIES:

The City Manager shall be the administrative head of the  
Government of the City. The Council shall instruct the City

Manager in matters of policy. Any action, determination or omission of the City Manager shall be subject to review by the Council, the Council may not over-rule, change, or modify any such action, determination or omission except by the affirmative vote of at least three members of said Council. The City Manager shall be responsible for the efficient administration of all affairs of the City which are under his control. In addition to his general powers as City Manager, and not as a limitation thereon, it shall be his duty, and he shall have the powers as follows:

(A) Appoint and, when necessary for the good of the service, discipline and remove all officers and employees of the City except elective officers, the City Attorney and department heads which he must recommend to the City Council for confirmation.

(B) Prepare and submit the annual budget to the Council and be responsible for its administration after its adoption and prepare such estimates and reports as may be required by the City Council.

(C) Prepare rules and regulations governing the contracting for, the purchasing, storing, inventory, distribution or disposal of all supplies, materials, and equipment required by any office, department or agency of the City Government and recommend them to the Council for its adoption.

(D) See that all the laws of the State pertaining to the City, and the Ordinances, Franchises, and rights of the City are enforced.

(E) Keep the Council advised of the financial conditions and future needs of the City and make such recommendations on any matter as may to him seem desirable.

(F) Act as Purchasing Agent for all departments of the City; provided, however, that he may designate some officer or employee of the City to act as Assistant Purchasing Agent, and to perform the duties of the Purchasing Agent. All

purchases shall be made by Purchase Order signed by the City Manager or the Assistant Purchasing Agent.

(G) Act as and be custodian of all City property, custody of which has not been otherwise provided for.

(H) Exercise general supervision over all privately owned Public Utilities operated within the City so far as the same are subject to municipal control.

(I) See that all provisions of all Franchises, Leases, Contracts, Permits, and Privileges, granted by the City are fully observed, and report to the Council any violation thereof.

(J) Act as Personnel Officer of the City

(K) Maintain contact with all boards and commissions appointed by the City Council and report all actions and programs of such boards and commissions to the Council.

(L) Act as Director of Civil Defense and Disaster for the City.

(M) Perform such other duties as may be directed by Resolution or order by the City Council from time to time, and, in addition, perform the duties of the City Administrator that may be enumerated in the Municipal Code of the City of El Paso de Robles.

PASSED AND ADOPTED this 6th day of March, 1972,  
by the following roll call vote:


AYES: Councilmen Barnhart, Blake, Minshull and Neberman

NOES: None

ABSENT: Mayor Schwartz

  
MAYOR PRO TEM

ATTEST:

  
CITY CLERK